

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

NM Department of Health Fingerprinting		SOP #: SA.011.01
Effective Date	02/01/2018	
Last Revision/Review	12/01/21	

1. Purpose

Define the process that students must go through in order to obtain clearance via the New Mexico Department of Health Fingerprint Background Check.

2. Related Policy/Authority

Include a link to the organization's authority (its policy and/or federal citation).

3. Faculty/Staff Responsibilities

Office of Student Affairs

4. Definitions/Abbreviations

NMDOH: New Mexico Department of Health

Processor: Those individuals who have been provided clearance by the NMDOH to process Fingerprint Background Checks.

5. Procedural Steps

- 1.1 The Director of Student Life and Assistant Director of Student Affairs are cleared by the NMDOH to be processors.
- 2.1 Required Documents: In order to process the Application, all students must provide the following:
 - a. Valid U.S. Driver's License or U.S. Passport
 - b. Social Security Card
 - i. If the student has lost or misplaced their Social Security Card, they must go to <https://www.ssa.gov/> to create an account and order a new Card.
 - ii. Once the order has been placed for the new card, the student can use the order confirmation letter plus an alternative form of Social Security Number proof (pay stub, tax document, etc.) to begin the process. Once the student receives the new Social Security Card, they are required to show it to Student Affairs so a scanned or photocopied version can be placed in their file.
- 3.1 Digital Application
 - a. The Processor, using an internet-connected computer, will go to <https://nmhealth.cchsp.com/> and login with their created username and password.
 - b. If asked, the processor must accept the End User License Agreement

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- c. To create a new application, move mouse over “Applications” and Click “Add New” from the drop down list.
- d. Search the database for an existing profile by entering
 - i. Student’s social security number:
 - ii. One of the following: Last name as it appears on the driver’s license (This cannot be edited later); or Date of birth
- e. If a profile for the applicant is found, view the profile, verify the information provided, edit if necessary, and click “Add New Application”. Processor will move to “Applicant Identity” step below.
- f. If a profile was not found, click “Add New Applicant”
 - i. Applicant: Profile
 1. Personal and Demographic Information.
 - a. Enter all required data, indicated by the red asterisk
 - b. Permanent/Physical Address is where the student is currently living
 - c. If different from the address above, input the mailing address.
 2. Aliases/Prior Names
 - a. Ask the student if they have ever been known by any aliases or prior names
 - b. If yes, click “Add New” and enter information.
 - c. If no, action needed in this area, move to next step.
 3. Prior addresses within the last 7 years
 - a. If the student has lived outside of New Mexico at any point within the previous 7 years from the date of application, click “Add New”. Enter the City, State, Start Year, and End Year for all applicable addresses outside of New Mexico. Accuracy is crucial, as any edits after you’ve saved an address, requires NMDOH to edit on their end before application submission.
 - b. If the student has not lived outside of New Mexico at any point within the previous 7 years from the date of application, move to the next step.
 4. Have the student review the information and if correct, click “Next”
 - ii. Applicant: Identity
 1. Verify that the name, social security number and birth date are all correct.
 2. Select the document the student is using to verify their identity, and enter all relevant information.
 3. Using a scanner, scan the document and save it as a PDF file. Then, select “Upload Document” and upload the file and click “Save”
 4. Click “Next”
 - iii. Applicant: Pre-Employment Information
 1. Provider: Burrell College of Osteopathic Medicine
 2. Position Category: Student
 3. Position: Student

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4. Employee Type: Student
- iv. Applicant: Research Registries
 1. Research Registries must be cleared, not cleared or flagged for review
 2. The Research requirements in the top table says “Automatch performed, no matches found”, select “Cleared” from the “Research Results” options.
 3. Under “National Sex Offender Public website”, you must click the link in the left-most column and perform a search. From the listed results, you must manually confirm that the current student is not one of the results. If they are not in the results, go back to the “Research Registries” page and select “Cleared” from the “Research Results” options.
 4. If there are any results under “Research Registries Not Listed”, you must click the link in the left-most column and perform a search. If there are no flagged results, go back to the “Research Registries” page and select “Cleared” from the “Research Results” options.
 5. click Submit
- v. Applicant: Confirmation
 1. Under “Application Forms”, click on “Final Registry Result (Applicant)” and “Fingerprint Authorization Form” and print them out.
- vi. Payment
 1. Go to <http://www.cogentid.com/>
 2. Select New Mexico from the options
 3. Click on “Already registered with DOH? Click here”
 4. Enter the Determination ID, Last Name, and ORI found on the printed “Fingerprint Authorization Form” and click submit.
 5. Verify Student Name, Social security number, and Date of Birth
 6. Cost is \$73.30
 7. Enter Payment Information
 8. Print Confirmation Screen
- vii. Fingerprinting
 1. Student will take the “Fingerprint Authorization Form” and “Payment Confirmation” print-out to an approved vendor within the state of New Mexico using the provided list
<https://www.aps.gemalto.com/nm/Maps/MapFrame.htm>
 2. Student will sign-in using the determination ID.
 3. Once the fingerprints have been scanned, the student must submit to Student Affairs the “Fingerprint Authorization Form” which has been completed by the technician.
- viii. Processing
 1. Once the student has completed their fingerprint scan, Student Affairs will receive an email stating such.

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2. Depending on the degree and depth of background check, the completion of the background once fingerprints have been scan can be as little as 5 minutes or may take up to a day.
3. Once the clearance determination has completed, an email will be sent to Student Affairs with a notification as such.

4.1 Fingerprinting Cards

- a. For students unable to have their fingerprints scanned at an approved vendor in the state of New Mexico, an alternative process involving FD-25 fingerprinting cards will have to be used.
- b. Assistant Director of Student Affairs will provide the student with the following materials:
 - i. Packet Via USPS Mail
 1. Three (3) FD-258 Fingerprinting Cards
 2. Instructions
 3. Example Card
 - ii. Via Email
 1. Release of Information Form
- c. Student will be required to have all three cards completed at their own expense, and complete and sign the release form
- d. Student will return the completed packet back to Student Affairs, which is the following:
 - i. Three Completed FD-25 cards
 - ii. Completed and Signed Release Form
 - iii. Money order or Cashier's Check payable to CCHSP/NMDOH for the amount of \$73.30.
- e. Once received at Burrell, the completed materials submitted, along with a copy of the student's driver's license, will be mailed to the NMDOH at the following address:
NMDOH-DHI Attn: CCHSP PO Box 25886 Albuquerque NM 87125-0886
- f. It typically takes 10-12 business days from the date of mailing, for the packet to be received and processed by the NMDOH

5.1 Clearance Determination Approved

- a. If a student has been cleared, a Processor will need to go to <https://nmhealth.cchsp.com/> and login.
- b. All students must be "Hired" by the institution once cleared.
- c. To find all students that have received clearance, but have not been "Hired", click on the number in the column to the right of "Eligibility Determination Complete"

6.1 Record-Keeping

- a. Student Affairs keeps a digital file and physical file for each student:
 - i. Scan of Social Security Card
 - ii. Scan of Driver's License
 - iii. "Final Registry Result (Applicant)"
 - iv. Completed "Fingerprint Authorization Form"
 - v. NM DOH Clearance Letter
 1. Digital copy can be downloaded from the student's application once clearance has been provided.

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2. A physical copy will be sent to the institution via mail once clearance has been provided
- b. Clinical Education
 - i. Once Student Affairs has access to a digital copy of the Clearance Letter, a copy needs to be uploaded under "Documents" in the SharePoint folder located here: <https://bcommn.sharepoint.com/sites/NMDOHClearance>

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Identify if the organizational unit/staff who developed the procedure; when it will be reviewed and updated.

8. Signature

Signature on File	12/01/21
Executive Director of Student Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			